

Roger McKinnis



Highest Grade: 11

Availability: Job Type: Permanent

Work Schedule: Full-Time

Work Experience: DEFENSE CONTRACT MANAGEMENT AGENCY - MANASSAS

01/2017 - Present

14501 GEORGE CARTER WAY 2ND FLOOR

Salary: \$70,304.00 USD Per Year

Chantilly, VA 20151 US

Hours per week: 40

Series: 1102

Pay Plan: GS

Grade: 11

Supervisor: (b) (6)

Okay to contact this Supervisor: Yes

#### Contract Administrator

I am tasked with performing various contract administration functions, including monitoring canceled funds, performing reconciliation, conducting contract closeouts, maintaining database integrity, determining eligibility, verifying evidence of contractor progress for approval of contract financing and solving problems relating to assigned contracts. I assist the administrative contracting officer with a wide array of contract types, such as but not limited to: firm-fixed, cost-reimbursement, time and material and basic ordering agreements. I monitor contractor performance for compliance with applicable laws, delivery schedules, payment provisions, contract data reporting requirements, and other contractual requirements. I am required to coordinate with the buying office on contractor's requests for waivers or deviations from contract terms. I have worked diligently to respond to audit reports and resolving cost and accounting issues applicable to Cost and Accounting Standards (CAS) and the FAR 42. Additionally, I am equipped to prepare negotiation memoranda to explain rationale and methods used in arriving at the final price agreement. I work to resolve disposition of funds listed

on the canceling funds report and assure de-obligation of excess funds through unilateral and bilateral modifications, and that special test equipment, tooling, and government-furnished property are accounted for.

#### THE BOEING COMPANY

08/2015 - 01/2017

1000 REDSTONE GATEWAY SW

Salary: \$(b) (6) USD Per Year

Huntsville, AL 35808 US

Hours per week: 40

Supervisor: (b) (6)

Okay to contact this Supervisor: Yes

#### Procurement Agent

In this position I am involved with several negotiated initiatives involving contracts for products, services and technologies for The Boeing Company. I engage stakeholders to ensure that program, customer, product and in-service strategies are integrated into market research, source selection, negotiation, milestone charting and post-award strategies. I have gained experience in negotiating price and terms and conditions. During negotiations, it is imperative that I explain all rationale thoroughly and provide all methods used in arriving at the final price using the lowest price technically acceptable/and or trade-off approach. During my time at Boeing, I successfully manage supplier/subcontractor performance and relationship to ensure delivery, quality, financial stability and in-service performance. I have successfully flowed all prime contract and customer requirements, terms & conditions unto all solicitations and resulting purchase orders. I have successfully acquired justification and approvals for beneficial single/sole source procurements. I use each of Boeing's system tools to document and maintain the integrity of each buy package. I also am adamant in practicing the company's policies and procedures thoroughly in the best interest of Boeing and the U.S. Government. I have administered several close out efforts with the assistance of Defense Contract Management Agency. These close out efforts have involved careful attention to contract financing, de-obligations, monitoring customer-owned property such tooling and special test equipment, terminations for convenience/default and credits and refunds. I have also worked directly with DCMA for sub-tier waiver requests, denied audit rights or deviations from contract terms.

#### Sanmina SCI

07/2012 - 07/2015

13000 MEMORIAL PARKWAY SW

Huntsville, AL 35803 US

Hours per week: 40

Supervisor: (b) (6)

Okay to contact this Supervisor: Yes

#### Supply Chain Analyst

In this role, it is vital for me to implement and support single site or moderate risk level changes to business tools, software systems, and processes to support the Customer Supply Chain Management team. During my day to day activities, I am required to use these business tools and data houses for analyzing, testing and documenting processes using defined standards and methodologies. By analyzing single site or moderate level materials and sources, relevant information is gathered to recommend improvements and/or enhancements. I have lead moderate and mid-level projects by implementing these process enhancements for continued satisfactory performance. I have provided and not limited to projects and reports for the use of the CSCM team as follows: interpreting financial documents, maintenance of monthly metrics, inventory level reports, monthly demands per units, award bid reports, budget outlines, and supplier scorecards by using various analytic tools. As a supportive analyst, I am required to be able to share with the entire operational analysis team the development of statements, report requirements and evaluation criteria to better serve the CSCM team. I am able to define intermediate risk or intermediate level problems, collect data, analyze data, offer solutions, and implement to achieve the desired results. In this position I have mastered the ability to work independently and thrive in non-hierarchical organization.

#### L2 SERVICES INC.

01/2011 - 05/2011

118 FAWN FOREST DRIVE

New Market, AL 35761 US

Hours per week: 20

Supervisor: (b) (6)

Okay to contact this Supervisor: Yes

#### Intern

While serving as an intern, I was introduced into reviewing contracts for consulting organizations and small businesses that are looking for support from the government. By working closely under an experienced contract specialist, I honed valuable skills and techniques to achieve and assist this level of business requisitions. In processing for request for the organization, it is imperative to make sure the employee adhere to terms and conditions of the contracts when submitting proposals. While under close guidance, I was greatly able to understand/ prepare material and vital information for summarizations via small business request. Consult with subject matter experts to ensure requirements were clearly defined prior to procuring. During my matriculation as intern, I gained experience in effectively formulating policies and procedures and assisting companies in completing required documents to obtain federal grants and contracts. Various negotiating techniques were incorporated into the training and preparation of my training to be a valuable asset to future relatable

endeavors.

Education: Defense Acquisition University

Fort Belvoir, VA US

Technical or Occupational Certificate - 08/2018

Relevant Coursework, Licensures and Certifications:

DAWIA Level II Contracting Certification

Florida Institute of Technology

Huntsville, AL US

Master's Degree - (b) (6)

Semester hours

GPA: (b) (6)

Relevant Coursework, Licensures and Certifications:

Relevant Courses

From: Jan/2014 – May/2014

- Essentials of Business Development 2

- Organizational Behavior

From: (b) (6) – To: (b) (6)

- Procurement and Contract Management

- Marketing Management

From: (b) (6) – To: (b) (6)

- Essentials of Business Development 1

- Managerial Accounting

- Financial Management

From: (b) (6) – To: (b) (6)

- Strategic Management

- Statistical Methods of Bus

- Employment Law

From: (b) (6) – To: (b) (6)

- Managerial Economics

- Program Management

Alabama A&M University

Huntsville, AL US

Bachelor's Degree - (b) (6)

Semester hours

GPA: (b) (6)

Honors: Cum Laude

Job Related Training: DAWIA Level II Certification - August 2018

Additional Information: RELAVANT SKILLS

- Knowledge of the procurement process and the preparation of letters, memorandums, documents, or reports that support contractual actions or recommendations
- Experience in extracting, reporting and documenting current purchase orders and/or receipt data by using several database tools
- Have conducted process improvement/performance initiatives in support of Supply Chain Management and Procurement processes
- Experience in reporting and analyzing supplier contractual terms
- Experience in reporting and analyzing inventory levels
- Practices timeliness and integrity of all data
- Fully capable of fulfilling a wide array of administrative task
- Proficient in Microsoft Office (Excel, Word, PowerPoint)
- Experience in examining proposals for compliance with specifications, purchase descriptions, and applicable clauses
- Quick and avid learner
- Willing to travel and work in a formal developmental program
- Experience with contract close-out
- Experience with the FAR/DFAR customer flow downs

(b) (6)